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7 JUN 1984

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Information Services

SUBJECT: OIS Weekly (30 May - 5 June 1984)

PROGRESS ON ACTION ITEMS

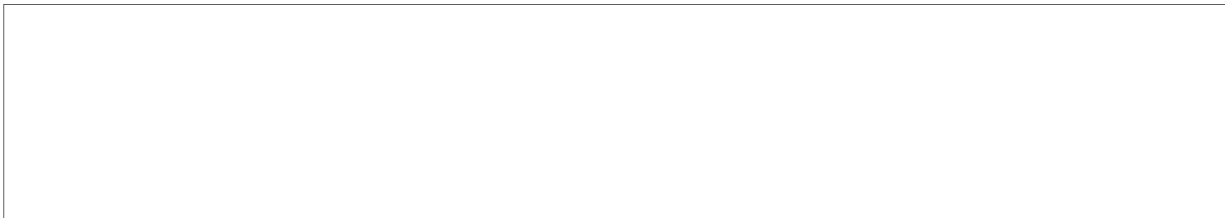
1. A memorandum announcing the start of the Top Secret Collateral Document inventory for 1984 has been distributed to the Top Secret Control Officers (TSCO). A listing of the documents charged to each component accompanied the memorandum to assist in the review efforts. After the TSCOs have completed their inventory, a representative of the Information Resources Management Division (IRMD) will audit a sampling of their holdings.

2. The Records Management Officer for the Office of Imagery Analysis (OIA) provided a report on OIA's records holdings for the Office of the Director and at the division chief level. This information was gathered in preparation for an audit of OIA's records management program and registry activities later this year. IRMD will hold a followup meeting with the RMO to discuss the report and lay the groundwork for a meeting with OIA management concerning the audit. The OIA survey would be the first of two audits to be conducted this year.

3. Three DO personnel worked at the AARC this week reviewing the 2800 cubic feet of unclassified OSS records that will ultimately be transferred to NARS. According to the DO officers, this review will take six months to a year to complete.

4. Chief, Classification Review Division and one officer are on TDY to the Eisenhower and the Truman memorial libraries to review CIA documents.

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C O N F I D E N T I A L**SIGNIFICANT EVENTS AND ITEMS OF INTEREST**

1. The Director and Deputy Director of Information Services accompanied by the IRM Division and Branch chiefs, visited the National Archives and Records Service (NARS). (See OIS weekly dated 23 May 1984.) The visit began with a briefing on the organization and functions of NARS presented by Raymond C. Tagge, NARS liaison representative to the Agency. The briefing was followed by a tour of the research and preservation areas at the National Archives Building. The visit concluded with courtesy calls to the Records Declassification Division, which reviews classified records for Agency interest, and to the Modern Military Headquarters Branch, which is the custodial unit for Agency and OSS records.

2. IRMD investigated two potential micrographics applications last week. One was in the Technical Security Division, Office of Security, where they have several safes full of technical files used for reference. The second was for the Export Control Subcommittee in the DDI which is interested in microfilming its foreign personality folders. Samplings of the files for both applications were sent to the Printing and Photography Division, Office of Logistics, for filming so that both potential customers can see what the finished product will look like. After evaluating the product and determining the cost to sustain this effort, these components will be in a position to determine whether to proceed with a micrographics effort.

25X1 3. A representative of IRMD arranged the transfer of some map negatives from the Office of Current Production and Analytic Support to the Fine Arts Commission. [redacted] Chairman of the Commission, recently requested OIS assistance in preserving these negatives and ensuring their retrievability from the Agency Archives and Records Center when needed. The negatives are used to produce wall coverings around the first floor elevator banks in the Headquarters Building and are considered something of an "Agency treasure." They will be deposited at the Records Center under the custody of the Office of Logistics Records Management Officer.

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25X1 5. [] IRMD's referent to the New Building Project Office
(NBPO) met with the NBPO staff and discussed the Information Services
25X1 Center (ISC) concept with the Records Management Officers for the DA and
DS&T. [] will brief the DDA Office Directors' meeting on
7 June 1984 on this concept. He will also ask them to identify a
coordinator to assist him in planning ISC support for their offices.

6. An IRMD representative from the Agency Archives and Records
Center (A&RC) met with representatives from the Office of Data Processing
(ODP) to discuss the procedures that must be followed when sending shelf
lists marked "SCI" to the A&RC. Until now, the reports did not reflect
the proper marking, so ODP was reluctant to mail them to the Center.
IRMD made some computer system modifications to provide the proper
25X1 marking and a warning notice to be printed on the first page of each
report. With these changes the ODP personnel agreed to double wrap,
receipt, and mail the reports to the Records Center. []

7. Chief and Deputy Chief, A&RC, met with the Records Management
Officer for the DCI area, regarding the "33" job numbers that are held
for his component at A&RC. Material assigned to this series was left
over from the records review conducted at A&RC a few years ago and some
of it needs to be properly scheduled and integrated. The new Archives
25X1 Section at A&RC is trying to eliminate all material with "33" job
25X1 numbers. []

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